



**EAST PEORIA HOUSING AUTHORITY
BOARD MEETING MINUTES
Monday October 14, 2024**

1. *Call to Order* - The meeting was called to order at 4:03 pm by Karen McClelland.

2. *Roll Call* -

<u>Members Present</u> Karen McClelland Steve Freeze David Riber Tami Meischner	<u>Members Absent</u> Steve Flinn
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3. *Approval of Minutes* - A motion was made by T. Meischner to approve the August 2024 minutes as presented with a second from S. Freeze. The vote was unanimous to pass the motion.

4. *Program Update* -
 - A. **Approval of the Bills:** A motion was made by S Freeze with a second by D. Riber to approve payment of the September and October bills as presented. The motion passed unanimously.

 - B. **Financial Update:** The financial spreadsheets, updated Voucher Management System input sheets and Budget were distributed to the members for review and discussion of utilization.

 - C. **Project Status:** The Director presented the project status to the Board for review followed by discussion regarding lease ups. The Director informed the Board that leasing is currently at 86%, utilization of HAP funds is at 99%. The Director informed the Board that there are still a total of 113 active applicants remaining on the waitlist. The Director informed the board that leasing efforts have slowed due to the amount of lease ups this year and the fact that billing for port-outs are expected to increase. K. McClelland suggested completing another draw in an effort to offset normal attrition. The director stated that a small draw will be completed in October to ensure we have vouchers on the street. The Director also informed members that we have utilized 45,000.00 of the 50,000.00 set aside in 2023 for the Landlord Incentive Program. The Director explained that this program successfully resulted in 43 new units and 21 new landlords on our program since June 2023.

5. *Old Business* -
 - A. **Annual Performance Review:** The Director presented the performance review for M. Robinson to the Board for discussion. The Director asked for approval from the Board for an annual increase for the leasing specialist position. The Board also presented a performance review for the Executive Director Position for discussion and review of goals. A motion was made by D. Riber with a second from K. McClelland to approve the annual pay rate increase for both positions.

6. *New Business* -
 - A. **FMR Update/Payment Standards:** The director informed the Board that 2025 Fair Market Rents were Published effective 10/1/2024. The director explained that the increase in the FMR caused a decrease in the percentage of our payment standards from 110% to approx. 95%. Upon review D. Riber noted that the percentages were not correct and determined that the standards decreased from 110% to an average of 105%. The director explained that in view of current spending levels and an expected increase in portable billing that we would not be requesting to increase payment standards at this time.





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- B. **Outstanding Checks:** The Director explained to the Board that the EPHA Fee Accountant is currently working to complete our FYE/REAC Submission. The Director presented a list of outstanding checks to the Board, requesting approval of Resolution 10.14.24A to dispose of all outstanding checks older than 90 days. This would constitute an amount of 10,600.00. A motion was made by T. Meischner to approve the resolution. The motion was seconded by S. Freeze and passed unanimously.
- C. **2024 Annual Budget Review:** The director presented the Board with 2024 VMS Spreadsheet and Budget for review and discussion. The director informed the Board that the EPHA utilized 99% of HAP funds received and 127% of Administrative Funds (due to landlord incentive program and the purchase of the new work vehicle).
- D. **2025 Budget Review:** The Director presented the Board with 2025 Budget Projections for review and approval. The Director explained to the Board that the Budget Template has been expanded in order to include a more detailed breakdown of expenses. The director explained that the 2025 HAP Budget Authority is projected at 1.4 million dollars and the 2025 Administrative Budget Authority is projected at 247,000.00. 2025 Projected expenses are 238,876.00. A motion was made by D. Riber to approve the 2025 Budget as presented with a second by S. Freeze. The motion passed unanimously

7. *Adjournment* S. Freeze made the motion to adjourn the meeting and D. Riber seconded the motion. The meeting adjourned at 5:28pm with all voting yes.

Respectfully submitted-LaToya Brown- Executive Director

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